

PURCHASE ORDER FORM

☐ Under \$10,000 ☐ Over \$10,000

PO#: _____

FUND: _____

PROJECT#: _____

| | |
|---|--|
| SUBMIT INVOICE TO: (Invoice must show PO #) | SHIP TO: |
| Mail to: WVSU Research & Development Corporation PO Box 1000, 201 Byers Admin. Building Institute, WV 25112-1000 Email to: RDAccountsPayable@wvstateu.edu Phone: (304) 204-4306 Fax: (304) 204-4349 | West Virginia State University Physical Facilities Inventory Control Institute, WV 25112 TAX EXEMPTION#: 501 (C)3 55-0708567 |

| | | | |
|----------------|------------------------|---------------|-------------|
| VENDOR: | ADDRESS Line 1: | | |
| PHONE: | ADDRESS Line 2: | | |
| FAX: | CITY: | STATE: | ZIP: |

| INVOICE #: | INVOICE DATE: | ASSOCIATED QUOTE # (if applicable): | | |
|------------|----------------------|-------------------------------------|------------|-------|
| ITEM # | DETAILED DESCRIPTION | QTY | UNIT PRICE | TOTAL |
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| AREA CONTACT | | SUBTOTAL | |
| PHONE | | HAZ MAT FEE | |
| LOCATION | | FREIGHT | |
| EMAIL | | TOTAL | |

REASON FOR PURCHASE:

Requester: _____ Date: _____

Requester's Supervisor: _____ Date: _____

Department Head/Dean: _____ Date: _____

Vice President/Provost Office: _____ Date: _____

R&D Budget Officer (David Stone): _____ Date: _____

Executive Director, R&D (Kim Duff): _____ Date: _____